



**Executive/Finance
Committee Meeting
~ Minutes ~**

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING**

520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • FAX (231) 929-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
HOMEPAGE: www.grandtraverse.org

Tuesday, August 4, 2015

9:00 AM

GTCOA Meeting Room

DRAFT: 8/4/15

APPROVED:

Call to Order

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	

Staff Present: Georgia Durga, Director
Laura Green, Deputy Director
Cyndie F., Office Specialist

Guests Present: Carl Kucera, GTCOA Board member

Approval of Agenda

Motion to approve the agenda as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Harrand
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Approval of Minutes

No changes to the minutes were requested, and approved as presented.

FINANCE

Finance reports

In-Home Services

Durga advised the Whitkopf memorial funds for 2016/2017 are shown on the balance sheet as deferred revenue. Additionally, member suggested that Durga might want to point out to Finance, that the amounts therein are deferred so that they are not used at year end. Member questioned that building rent has been paid for the year, and there is \$3,000 remaining in the budget. Member also noted that in revenue there are 6 items with over 100% collected, and asked for adjustments on both. Member noted it could be shifted into current tax.

Senior Center Network

No comments or questions.

Motion to accept the June Finance Reports as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Harrand
SECONDED:	Busch
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Unit costs & next steps - Sliding Fee Scale

Durga relayed that she provided unit costs 3 ways. Total cost, costs with indirect costs backed out, and costs with indirect and supervisory costs backed out. In addition the client income breakdown and the 2015 sliding fee scales were included. Members questioned why Foot Care costs are so high. Durga relayed that previously there were two part time employees without benefits, as well as clinics in place. Now there are no clinics, one part time employee with benefits, and her hours have been increased.

9:19 Commissioner Maxbauer left.

Members discussed aspects of changing the Sliding Fee Scale to align with unit costs and to use percentages for income levels. Member relayed his perspective is that staff use the starting point of unit costs for the highest amount.

He relayed that staff would have to decide what they would want the lowest income level to pay. He suggested using 5% to see what they could come up with, and then present it to the Board. It was stated that non whole dollar amounts (change) would be a concern. Member suggested rounding to the nearest dollar.

Members discussed that estimates could then be based on the numbers for revenue. Members discussed at length why there is a different charge for additional hours and/does not want to divulge. Member relayed that he would just like to see the fees based on the unit cost and a % of that cost as a starting point. Durga questioned if members would want more than one scenario. Member suggested that staff could try to keep as close as to where they're at currently - then try one, and see how it looks. Durga asked if there was a goal, to increase revenue, noting that GTCOA would not be asking for an increase in millage. Member stated that if the total cost goes up, then fees would go up as well. Green advised that it would be easier to explain to clients that fees are based on the unit costs. Member relayed a story about the costs for leaf pickup and asked about changes to income verification. Members discussed the matter. Green assured members that the new process for assessing fees was consistent, accurate and being followed across the board.

2016 Budget update

Durga relayed that her goal is to have it finished by August 7.

Millage revenue and captured taxes

Member relayed that he had noticed this a few months ago that IHS and SCN millage revenue is \$50,000 and \$10,000 under budget, respectively. He stated that it turns out that the captured taxes (TIFs/other) for the COA were not deducted from the budget calculations. Equalization numbers do not include captured taxes for the TIFs. Member stated that he believes there is enough other revenue and un-spent expenses to account for the shortage in revenue. Durga relayed that she used a different method of calculating millage revenue for the 2016 budget.

EXECUTIVE

Board member in good standing memorandum to the BOC (Board of Commissioners)

Durga explained that each year she drafts a letter to be sent to the BOC on behalf of the Board, pertaining to GTCOA board members up for reappointment. Recommendation is based on meeting attendance. She relayed that a draft memo is included in the packets and asked for their approval. Durga explained the County process of Board member appointments and reappointments.

Motion for Durga to send a letter for members in good standing to the Board of Commissioners, as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Taylor
SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Wage increase update

Durga stated that Commissioner Maxbauer spoke to acting HR (Human Resources) Director about position reclassifications for Durga and Green. She stated that HR has delegated the project back to her for wage surveys. Members discussed previous surveys of other COAs and using other county departments. Members suggested a review of the job descriptions and task listings.

Ballot language update

Durga relayed that she was delayed in sending the language because of difficulty in getting revenue estimates required. Equalization is not able to provide a 2017 estimate at this time. Members discussed the wording requesting that millage revenue go to the Commission on Aging. Durga advised the final ballot language decision will be made by the BOC.

Endowment Report

Durga advised that GTCOA received a quarterly report noting the spending of the grant funds.

Strategic Plan

No update.

Old Business

None

New Business

None

Public comment

Kucera asked if the SCN building had shifted due to the storm. Durga relayed that there was little difficulty with the building, but the door is not opening easily. Kucera asked if the building had been checked out. Durga stated that

she spoke to the City. They were cutting up trees yesterday but would address it when they could get to it. Kucera asked if the members would get a report on that. Durga stated that the City is responsible for everything outside the TC Senior Center. She advised that all outside programming was cancelled due to the danger of falling branches. She stated that the City will have someone go over to check it out when they have a chance.

Adjournment

Meeting adjourned at 10:10 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

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